

HUMAN RESOURCES OFFICE
MARYLAND NATIONAL GUARD
29TH DIVISION STREET
BALTIMORE, MARYLAND 21201-2288
TELEPHONE: (410) 576-6110/6111 OR DSN: 496-6110/6111

POSITION VACANCY ANNOUNCEMENT 13-095a Open Date: 07 August 2013 Close Date: 20 August 2013

FULL TIME MILITARY / ACTIVE GUARD RESERVE (AGR) POSITION VACANCY

(ALSO ADVERTISED AS TECHNICIAN, SEE VACANCY ANNOUNCEMENT #13-137A)

BRANCH OF SERVICE: AIR NATIONAL GUARD (ANG)

POSITION TITLE: MANAGEMENT ASSISTANT

HIGHEST GRADE AUTH PER ANGI 36-101, AGR/MIL TECH GRADE COMPARABILITY TABLE: MSgt/E7
UNIT MANNING DOCUMENT-GUARD GRADE/ POSITION AVAILABLE: MSgt/E7

ORGANIZATION/LOCATION: ORGANIZATION/LOCATION: 175TH WING (HQ), MDANG, WANGB, 2701 Eastern Boulevard, Middle River, MD 21220-2899

SEQUENCE: # 486311

SALARY: Full Military Pay and Allowances, depending on rank and longevity of selectee.

WHO MAY APPLY: OPEN TO ONBOARD AGR MEMBERS OF THE 135TH AIRLIFT GROUP OF THE MARYLAND AIR NATIONAL GUARD ONLY.

QUALIFICATION/ELIGIBILITY REQUIREMENTS

1. Refer to ANGI 36-101, The Active Guard/Reserve Program, for general eligibility requirements for initial entry into the AGR Program and specific guidelines for utilization, and assignment of currently on-board AGR members.
2. Applicants must meet the physical qualifications outlined in AFI 48-123, Medical Examination and Standards.
3. Applicant must meet weight requirements at the time of entry into the AGR Program. Any member on the ANG Fitness Improvement Program is ineligible for entry into AGR status.
4. Applicant should be able to complete 20 years of active duty service prior to mandatory separation.
5. Category 1 AGR resources (recruiters, security forces, range, air defense, civil support) are fenced and may not be locally realigned.
6. Highly desired that member have completed the appropriate level of PME corresponding to their grade/rank.

BRIEF OF DUTIES AND RESPONSIBILITIES

Participates in the training, resource management and leadership of all wing/base IM personnel. Participates in IM orientation training for new IM hires and upgrade trainees, such as basic personal computer and network training, electronic records management, content management, document security, official mail management, awards program and IM functional management. Participates in coordination with wing managers regarding wartime training and tasking of IM personnel resources to ensure that requirements are met. Advises wing/base units on Enterprise Information Management (EIM) which encompasses a combination of functions and business processes for leveraging information management techniques, accountability, and policies. Executes the wing/base Legacy an Electronic Records Management (ERM) and Records Life Cycle Program as directed by the MFM for supported organizations according to Air Force directives using automated management systems, instructions, and general guidance from higher headquarters. Implements the wing/base Content Management Program acting on guidance from the MFM. Assists IMF in the management of the Freedom of Information Act (FOIA) and Privacy Act Programs. Serves as alternate wing/base Web Master. Alternates wing/base administrator of the air Force Portal and manages wing/base presence on the AF Portal. Assists user with Managing and Preparing Executive Reports (MAPPER), Integrated Automated Orders System (IAOS), and Air National Guard Reserve Order Writing System (AROWS), automated data systems. Executes wing/base official U.W. mail program. Coordinates government printing service needs of the wing/base. Provides software application assistance for commonly used office automation and other designated approving authority (DAA) approved applications. Coordinates and prepares item for contract or warranty repair or replacement as required. Consults with and provides advice to Planning and Implementation (P&I) function or relevant issues. Prepares and maintains files and publications IAW current directives to include both paper and electronic media. Coordinates with higher headquarters (HHQ) elements, Program Management Offices, Specific System/Hardware Support Elements, original equipment manufacturer (OEM) vendors and vendor contracted support facilities for issue resolution. May perform Government Purchase Card (GPC) purchases including the required tracking, receiving and storage of items. Performs other duties as assigned.

AFSC

AFSC: 3D0X1or 3D1X1 in any Maryland Air National Guard unit.

Applicants must meet the basic eligibility requirements specified in ANGI 36-101, The Active Guard/Reserve Program, and the Air Force Specialty Qualifications defined in AFI 36-2101, Classifying Military Personnel (Officer and Enlisted). Applicants for enlisted positions must possess qualifying ASVAB/AFQT scores for the AFSC as specified in AFECDD, dtd 31 January 2012, Attachment 4.

SPECIAL INFORMATION (IF APPLICABLE)

1. Appropriate military uniform will be worn during duty hours.
2. Existing MDANG promotion policies apply.
3. Initial tours may not exceed 6 years. Follow-on tour lengths may be from 1 to 6 years.
4. Official notification to applicants of selection or non-selection is by letter from the Human Resources Office (HRO).
5. May be authorized PCS IAW the JFTR.

APPLICATION PROCEDURES / REQUIRED DOCUMENTS (IF APPLICABLE)

1. NGB Form 34-1, Signed, dated and annotated with Vacancy Announcement Number.
2. Military Personnel Records Review RIP Attached, Virtual MPF Inquiry Will Suffice.
3. Letter of Application, Letters of Recommendation and other attachments are permitted but are not mandatory.
4. AGR Profile Verification Statement (**third page of this announcement**).
5. ANG Physical Assessment Results.

Applications must be received in the HRO not later than close of business (17:00 hours) on the closing date!

Forward application and attachments to:

**HUMAN RESOURCES OFFICE
ATTN: MDNG-HRO-AGR
AGR BRANCH
Fifth Regiment Armory
Baltimore, MD 21201-2288**

**AGR VACANCY APPLICATION
PROFILE VERIFICATION STATEMENT**

NAME _____ ANNOUNCEMENT # _____

A. FITNESS PROGRAM TEST VERIFICATION

MEMBER MEETS STANDARDS IN ACCORDANCE WITH ANGI 10-248

YES NO

*Signature/Rank/Title Verifying Official

*Current supervisor, commander, or designated WMP Monitor

B. APTITUDE SCORES

Mech: _____ Admin: _____ Gen: _____ Elect: _____

**Signature/Rank/Title Verifying Official

**Current supervisor, commander, or Customer Service Representative

C. CURRENT AF Form 422, PHYSICAL PROFILE SERIAL REPORT

P:___ U:___ L:___ H:___ E:___ S:___ X Factor ___ Dated _____

MEMBER IS IS NOT QUALIFIED FOR WORLD WIDE SERVICE

**Signature/Rank/Title Medical Certifier

ATTACH TO NGB FORM 34-1

APPLICATION FOR ACTIVE GUARD/RESERVE (AGR) POSITION